

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Position Title: Assistant to the CAO

Revision Date: 02/06
EEO Function: Administration
EEO Category: Professional
Status: Exempt (Admin.)
Control No: 20106

II. Summary Statement of Overall Purpose/Goal of Position:

Under the direction of the Chief Administrative Officer (CAO) and the Assistant Chief Administrative Officer (Asst. CAO) performs various projects relating to finance, budget, city management, intergovernmental relations, and quality improvement programs. Assists the Assistant CAO in his/her assigned duties.

III. Essential Duties

A. MANAGEMENT DUTIES

- Assist departments as assigned by the CAO or Asst. CAO in general administrative, operational, and financial studies, audits, or analysis.
- Collect pertinent information through research, audits, surveys, etc.
- Analyze information using statistics, regression analysis, and spreadsheet calculations.
- Present results through reports, graphs, spreadsheets, charts.
- Prepare various presentation mediums such as charts, boards, slides, graphs, spreadsheets, etc.
- Prepare and do oral presentations to the Cabinet, City Council, and public.
- Assist the CAO in the preparation of his/her presentations to the City Council and other organizations.
- Attend various meetings which the CAO or Asst. CAO is not able to attend.
- Work with consultants, city departments, and work teams to improve quality throughout the city.
- Participate on quality work teams throughout the city.
- Participate in the training of supervisors and serve as a resource to them.
- Implement training programs for city employees.
- Assist in the preparation of contracts, grants, policies, and requests for proposals

B. BUDGET DUTIES

- Serve on the Mayor's Budget Committee and participate in budget discussions and decisions.
- Assist departments in preparing budgets
- Assist in preparing budget presentations for City Council and the public.

IV. Miscellaneous Duties

- Perform other duties as assigned.

V. Qualifications:

Requirements: Valid Utah Driver's License is required.

Education: Bachelors' degree in public administration, finance, economics, business, or related field.

Master's degree in public administration or business administration preferred.

Experience: Some related work experience; may substitute an equivalent combination of education and experience.

Knowledge of: Governmental accounting and program budgeting; application of theories/organizational management to a governmental entity; computer software including word processing and spreadsheets.

Responsibility for: Working with departments on studies, audits and projects to enhance city performance; choosing the proper type of communication medium to present information to the Mayor's Cabinet, the City Council, or citizens; coordinating efforts of continuous improvement throughout the city.

Communication Skills: Ability to professionally furnish and obtain information from other departments; regular and frequent outside contact with persons of high rank, requiring tact and judgement; requires well developed sense of strategy and timing; constant contact with the public presenting data that may influence important decisions; frequent contacts involving the carrying out of programs and schedules; influencing of others to obtain the desired results.

Tool, Machine, Equipment Operation: Requires regular use of a personal computer, printer, copier, and telephone system.

Analytical Ability: Communicate effectively verbally and in writing; prioritize tasks; work well under pressure and impending deadlines; establish effective working relationships with employees, Department Heads, and the public; relate well with a variety of persons under varying circumstances; ability to analyze a situation and make sound recommendations and presentations.

VI. Working Conditions:

Great mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.